



U.S. Department of State
APPLICATION FOR EMPLOYMENT AS A
LOCALLY EMPLOYED STAFF OR FAMILY MEMBER

(This application is for positions recruited by the U. S. Mission under the
Office of Overseas Employment's Interagency Local Employment Recruitment Policy)

OMB APPROVAL NO. 1405-0189
EXPIRES: 5/31/2019
ESTIMATED BURDEN: 1 Hour

POSITION

1. Position Title

2. Grade

3. Vacancy Announcement Number

4. Date Available for Work (*mm-dd-yyyy*)

PERSONAL INFORMATION

5. Last Name(s)/Surnames

First Name

Middle Name

6. Other Names Used

7. Current Address

8. Phone Numbers

Day

Evening

Mobile

9. E-mail Address

10. Are you a U.S. Citizen?

Yes ☐

No ☐

11. Do you have permanent U.S. Resident Status (*green card*)? Yes ☐ No ☐

If yes, provide number

12a. U.S. Social Security Number (*for U.S. Citizens/Permanent U.S. Residents*)
and/or

12b. Country Identification Number

13. Are you legally eligible to work in this country? Yes ☐ No ☐

If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (*e.g., work permit, residency permit*).

14. If you are applying for a position that includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

☐ Yes ☐ No ☐ Not Applicable

If yes, Class/Type of License

If yes, have you operated a vehicle without incident for the past three years? Yes ☐ No ☐

15. What days are you available to work as part of a regularly scheduled work week? (Check all that apply) <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday				
16. Do any of your relatives or members of your household work for the United States Government? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, provide the details below. If you need more space, use an additional sheet of paper. (See Instructions for Completing the DS-174 for the definition of relatives and members of household.)				
Name	Relationship	Agency, Position and Location		
<div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	<div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	<div style="background-color: #0070C0; height: 15px; width: 100%;"></div>		
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U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING PREFERENCE				
17. Are you claiming preference in hiring under U.S. law and policy based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? See Instructions for Completing the DS-174 for additional information about the USEFM and U.S. Veterans hiring preference.				
(Check only one) <input type="checkbox"/> U.S. Citizen EFM. <input type="checkbox"/> U.S. Veteran. <input type="checkbox"/> U.S. Citizen EFM and also a U.S. Veteran. <input type="checkbox"/> Neither a U.S. Citizen EFM, nor a U.S. Veteran.				
Have you invoked this preference for a prior position at this post/Mission? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which agency? <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div> Date (mm-dd-yyyy) <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div>				
If claiming eligibility for US Veteran preference, you must attach a copy of your most recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming conditional eligibility for U.S. Veterans preference, you must submit proof of conditional eligibility.				
EDUCATION				
18. Graduate School Name of School City, State or Country <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Dates Attended (mm-yyyy) From <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div> To <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div>	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Diploma <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Major Subject <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>
Undergraduate College/University Name of School City, State or Country <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Dates Attended (mm-yyyy) From <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div> To <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div>	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Diploma <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Major Subject <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>
High School/GED or Country Equivalent Name of School City, State or Country <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Dates Attended (mm-yyyy) From <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div> To <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div>	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, highest grade/level completed <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	
Other, e.g., Technical/Vocational School Name of School City, State or Country <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Dates Attended (mm-yyyy) From <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div> To <div style="background-color: #0070C0; width: 40px; height: 15px; display: inline-block;"></div>	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate/Diploma <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>	Major Subject <div style="background-color: #0070C0; height: 15px; width: 100%;"></div>

LANGUAGES

19. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators:

Level I Basic Knowledge

Level II Limited Knowledge

Level III Good Working Knowledge

Level IV Fluent

Level V Professional Translator/Interpreter

Language Level To:	Speak	Read	Write
Primary - [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

WORK EXPERIENCE

20. Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as needed)

21a. WORK EXPERIENCE

20a. Job Title (If U.S. Government, include the series and grade)

[REDACTED]

From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Employer's Name and Address	Supervisor's Name and Contact Information
	Name [REDACTED]
	Phone Number [REDACTED]
	E-mail Address [REDACTED]

Were you a supervisor in this position? ☐ Yes ☐ No

If yes, how many people did you supervise? [REDACTED]

May HR contact your supervisor?

☐ Yes ☐ No

Describe your duties/responsibilities and accomplishments

[REDACTED]

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

[REDACTED]

21b. WORK EXPERIENCE

20b. Job Title (If U.S. Government, include the series and grade)

From (mm-yyyy)

To (mm-yyyy)

Salary per Year in U.S. Dollars or Local Currency

Hours per Week

Employer's Name and Address

Supervisor's Name and Contact Information:

Name

Phone Number

E-mail Address

Were you a supervisor in this position? ☐ Yes ☐ No

If yes, how many people did you supervise?

May HR contact your supervisor?

☐ Yes ☐ No

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

21c. WORK EXPERIENCE

20c. Job Title (If U.S. Government, include the series and grade)

From (mm-yyyy)

To (mm-yyyy)

Salary per Year in U.S. Dollars or Local Currency

Hours per Week

Employer's Name and Address

Supervisor's Name and Contact Information

Name

Phone Number

E-mail Address

Were you a supervisor in this position? ☐ Yes ☐ No

If yes, how many people did you supervise?

May HR contact your supervisor?

☐ Yes ☐ No

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

21d. WORK EXPERIENCE

20d. Job Title (If U.S. Government, include the series and grade)

From (mm-yyyy)

To (mm-yyyy)

Salary per Year in U.S. Dollars or Local Currency

Hours per Week

Employer's Name and Address

Supervisor's Name and Contact Information:

Name

Phone Number

E-mail Address

Were you a supervisor in this position? ☐ Yes ☐ No

May HR contact your supervisor?

If yes, how many people did you supervise?

☐ Yes ☐ No

Describe your major duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

LICENSE, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION

21. List professional licenses, certifications, typing/keyboard, computer skills, formal and online training, and other skills and abilities you consider relevant to the position. Include the license or certification number and attach a copy if the license or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as necessary)

22. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant.

REFERENCES

23. List three personal references who are not relatives or former supervisors who can speak knowledgeably of your work performance.

Name	Address	Telephone	Occupation

SIGNATURE AND CERTIFICATION

24. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

Signature

Date (mm-dd-yyyy)

CONTINUATION SHEET - WORK EXPERIENCE

20_. Job Title (If U.S. Government, include the series and grade)

[REDACTED]

From (mm-yyyy)

[REDACTED]

To (mm-yyyy)

[REDACTED]

Salary per Year in U.S. Dollars or Local Currency

[REDACTED]

Hours per Week

[REDACTED]

Employer's Name and Address

[REDACTED]

Supervisor's Name and Contact Information:

Name

[REDACTED]

Phone Number

[REDACTED]

E-mail Address

[REDACTED]

Were you a supervisor in this position? ☐ Yes ☐ No

If yes, how many people did you supervise?

[REDACTED]

May HR contact your supervisor?

☐ Yes ☐ No

Describe your major duties/responsibilities and accomplishments

[REDACTED]

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

[REDACTED]

CONTINUATION SHEET - WORK EXPERIENCE

20_. Job Title (If U.S. Government, include the series and grade)

[REDACTED]

From (mm-yyyy)

[REDACTED]

To (mm-yyyy)

[REDACTED]

Salary per Year in U.S. Dollars or Local Currency

[REDACTED]

Hours per Week

[REDACTED]

Employer's Name and Address

[REDACTED]

Supervisor's Name and Contact Information:

Name

[REDACTED]

Phone Number

[REDACTED]

E-mail Address

[REDACTED]

Were you a supervisor in this position? ☐ Yes ☐ No

If yes, how many people did you supervise?

[REDACTED]

May HR contact your supervisor?

☐ Yes ☐ No

Describe your major duties/responsibilities and accomplishments

[REDACTED]

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

[REDACTED]